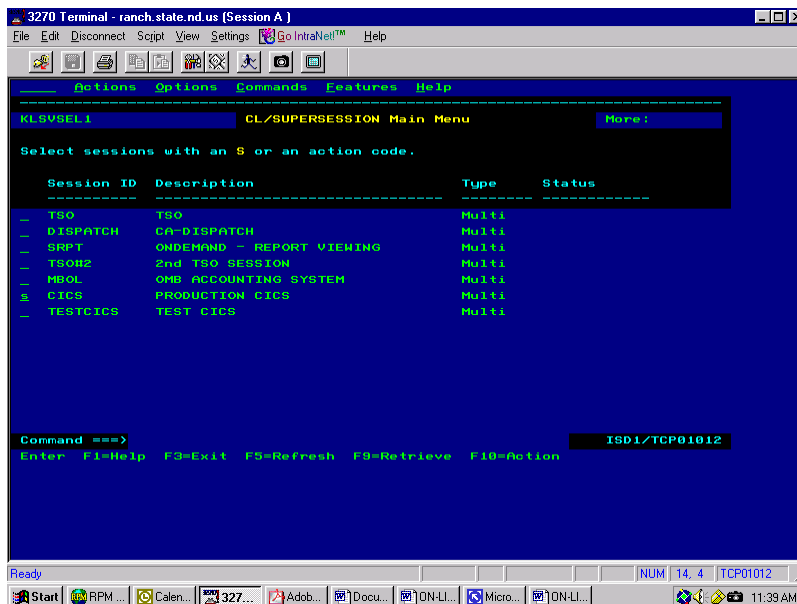# Central Supply On-line Ordering Instructions

Central Supply is a division of the Office of Management and Budget/Central Services Division responsible for providing office supply services. Standard office supplies used in the operation of state offices are procured in bulk quantities for distribution to state agencies upon request. Buying in bulk quantities results in lower costs to the State for their high-volume, low dollar items.

On-Line Ordering

The computerized inventory system allows you to order supplies on-line. The on-line requisition to Central Supply prints the following morning at Central Supply. To order on-line, you need access to CICS CS1000 library or natl. Contact your system administrator to see if you have access. If not, have your IT coordinator submit an on-line mainframe security request to have "supply" added to your supersession menu.
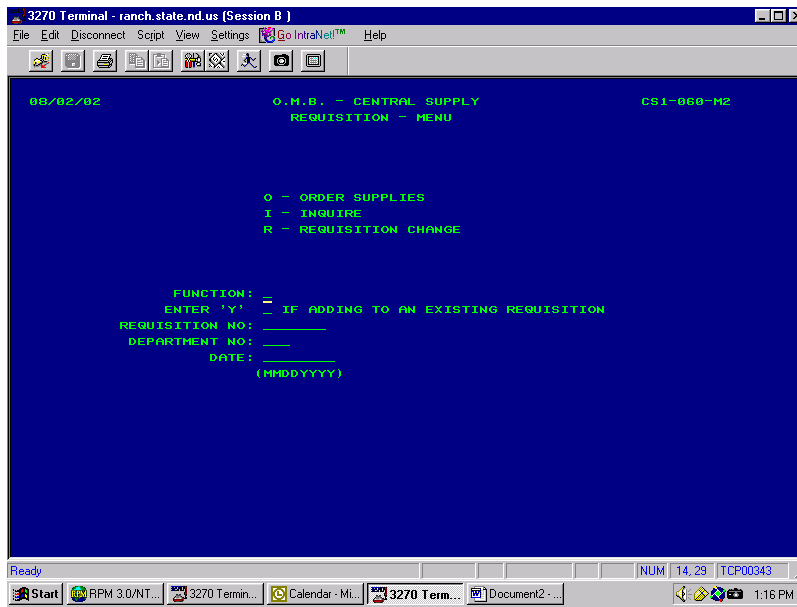
Open your mainframe application, login. A screen similar to the one below should appear after you have entered your user-id and password.

Type S – by the Supply Description, ENTER.

Type "cs10", ENTER – You should see the following screen.

Central Supply On-line Ordering Instructions

Function: Type "O" to order supplies TAB, TAB. This should take you to the Department Number.

Department No: Type your 3 digit department number.

Date: Type today's date. This needs to be in this format MMDDYYYY – ENTER.

You should be at the screen below.

BY: Type your name, TAB.

PHONE NO: Type your phone number.

Refer to the Central Supply Office and Paper Supply Catalog to order your supplies.

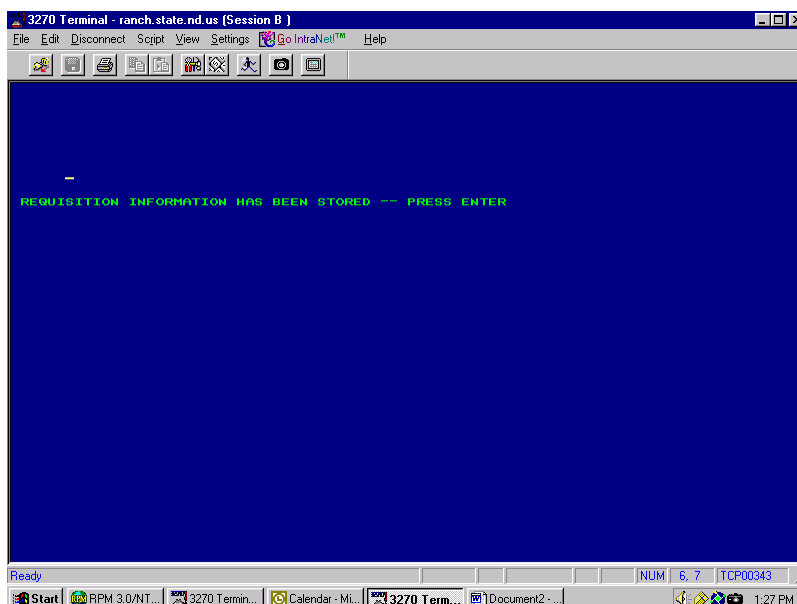# Central Supply On-line Ordering Instructions

Type the quantity, TAB.

Type the inventory number, TAB.

Type a Division (optional field), TAB. The division field will accept 8 characters.

When all the lines are filled or you have keyed all the items you want to order, press ENTER to display the descriptions. If you have more items to enter, press the F10 key. A new screen will appear allowing you to enter more items.

If all items have been entered, press the F12 key. The following screen will appear:

Central Supply On-line Ordering Instructions

Press the enter key again. A screen will appear displaying the requisition number. Write the requisition number down. If you need to make changes or you want to inquire, you will need to know the requisition number.

Press ENTER. This will take you back to the Requisition Menu.

Adding to an Existing Requisition

Items can be added to an existing requisition, but items can only be added the same day before 4:00 p.m. If an item is entered after 4:00 or on a different day, our billing system does not bill correctly. To prevent this, only add to a requisition on the same day.

Function: Type "R".
Enter 'Y' _ IF ADDING TO AN EXISTING REQUISITION: Type "Y".
REQUISITION NO: Type the requisition number that displayed after you pressed the F12 key.
DEPARTMENT NO: Type your 3 digit department number.
Date: Type today's date. This needs to be in this format MMDDYYYY – ENTER.

Requisition Changes

If an error is discovered after the requisition has been submitted, **changes can be made as long as it is prior to 4:00 p.m. on the day the requisition is entered into the system.**

Function: Type "R".
Enter 'Y' _ IF ADDING TO AN EXISTING REQUISITION: Type "Y".
REQUISITION NO: Type the requisition number that displayed after you pressed the F12 key.
DEPARTMENT NO: Type your 3 digit department number.
Date: Type today's date. This needs to be in this format MMDDYYYY – ENTER.

Central Supply On-line Ordering Instructions

A screen will display the items you ordered. You will be able to change quantities, but not inventory numbers. If you ordered something in error, you will need to zero it out and then order again using the "O" function. When you do this, you will need to type "Y" to add to an existing requisition. Make your changes and press F12. A screen will appear stating "REQUISITION QUANTITY(S) HAVE BEEN CHANGED". Press ENTER.

If changes are not needed, press the F10 key.

Logging Out of the System

After you have entered all of your supplies and you submitted the requisition, press ENTER until you get to the following screen.
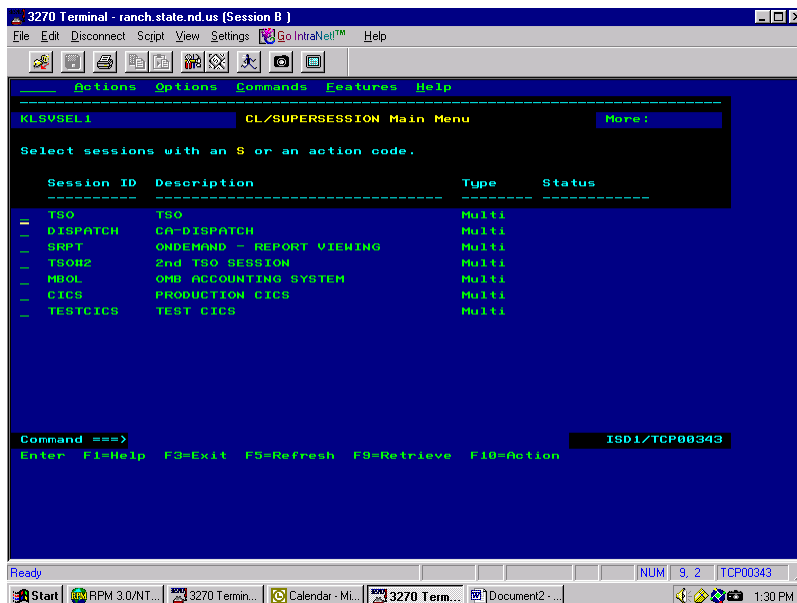
Press the F3 key.

If you have questions, please call 328-2780.